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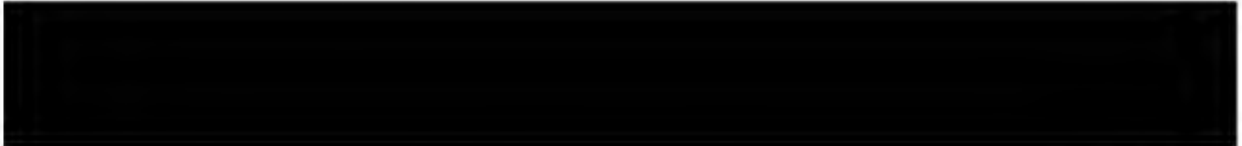
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DTR Staff Meeting

4 May 1972

1000 - 1120

25X1A



Note: Minutes of DD/S Staff Meeting of 4, 18 and 25 April.

Mr. Cunningham

Report on FE Trip

Gave a talk which included some slides at the DD/S Staff Meeting of 2 May. Has completed a short report on the trip and will circulate among his senior staff.

Briefing of General Walters

On Friday, 5 May; outlined plans to include "tour" of CofC.

Director's Conference

Announced it will take place from Friday evening, 19 May, through Sunday, 21 May. Noted that leadership development will be one of the topics discussed at the meeting.

Filming of Mr. Helms

DCI will be glad to do a ten-minute film; possible use in IWA; script to be written. Action

Suggested also that Art Lundahl be put on film soon. Curriculum Council to determine the other high-level speakers and priorities -- who should be put on film; also to include in what courses the film will be used as opposed to live presentations. Action

25X1A

Coordination Conference FAES

Mr. Cunningham will not be attending this year's session; will be at ONE Conference. [redacted] to attend the FAES Program.

(13-16 Jun)

(13-15 Jun)

We have
beginning
of script
for DTR-
Colby
presentation
and
discuss plans
further at
[redacted] on
24-25 May.

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[REDACTED]

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Information Science Center

Reported on the Information Science Center and the progress in negotiations for the Agency's assuming responsibility for the training. Brief summary of the school since USIB set it up in 1968. Present plans for staffing to include the two faculty members [REDACTED] to continue as instructors (OCS-approved); one NSA faculty member; two contract secretaries; two part-time faculty instructors to be provided by DIS. By Friday of next week the financial plan through FY 78 has to be submitted to the DD/S. It is estimated that FY 74's budget \$500,000 (to include purchasing of equipment); FY 75 and thereafter; estimate is \$300,000.

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[REDACTED]

Promotion and Reassignment

Noted that a member of the Senior Seminar, [REDACTED] was promoted to supergrade and named to be the Chief, Support, FE.

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[REDACTED]

CRS Funding

Commented on the status of OTR's purchases of books in relation to the funds budgeted by CRS for the purchases; said he would look into the possibility of CRS getting extra funds to accommodate OTR's requests.

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[REDACTED]

Special Program for [REDACTED]

Discussion underway for a two-week "combination" program to include supervisory and technical training plus instruction in writing. The requirement as it looks now will strain instructional resources of the Support School. Action Item to be summarized for weekly report.

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[REDACTED]

Visits to Outside Facilities

Commented on visits to Sterling Institute, the Internal Revenue Service, and Kodak facilities; noted technological advances.

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[REDACTED]

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Clerical Training Space

[REDACTED] to be moved in July; request for OTR to get the space is still being honored.

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Parking at Headquarters

Recommended patience with the new system for visitors' parking. A review is being made of the first three weeks of activity. Some extra permits may become available to OTR.

[REDACTED]

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Curriculum Council

To meet at [REDACTED] on 25 and 26 May.

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